

**Request for Volunteers for the
Barrhaven Santa Claus Parade
Saturday November 18, 2017**

General Information

Duties: Volunteers are required to staff traffic and crowd control barriers along the Parade form up area and the Parade route, ensuring vehicle traffic and spectators are prevented from entering the Parade route before and during the parade.

Ideally, we require 2 people at each barrier and in some cases we will require additional volunteers at major intersections on the parade route for crowd control.

A briefing session for all volunteers will be held some days before the parade to provide an overall understanding of the activity. Date and location of this briefing has yet to be established. The volunteers will be assigned to specific intersections on the day of the parade.

Criteria: Volunteers must be at least 18 years of age. Volunteers must be able to stand constantly for at least 3 hours at a stretch. Also, please dress according to weather conditions. (Please note: Children **will not** be allowed to accompany volunteers due to the nature of the tasks involved.)

Parade Location and volunteer assignments: There are two areas on the parade route that require volunteers.

Parade Form Up Area:

The parade will form up on north side of Chapman Mills Drive between Mancini Way and Clearbrook Drive and north on Beatrice Drive between Chapman Mills Drive and Strandherd Drive. Parade units will begin to arrive at 3:30 pm with the parade getting underway at 5:30 pm.

Volunteers will be required to block and redirect traffic away from this area until the parade has entirely vacated this area. **16 volunteers required from 3:00 pm until 6:00 pm.** Once the parade has entirely moved on to Strandherd Drive, these volunteers may leave the area.

Briefing and Assignment: At 3:00 pm these volunteers will be briefed and Individual instructions will be provided covering each intersection in the Parade Form Up area. The venue of the briefing has not yet been confirmed but will be in the vicinity of the Parade Form Up area.

Transportation: These volunteers must provide their own transportation to this location.

Safety Vests: All volunteers will be provided with a safety vest while working on the traffic barriers. These vests will be handed out at the briefing. We have not yet determined how we will collect these vests but that information will be provided at the briefings.

Parade Route:

The parade will proceed west on Strandherd Drive from Beatrice Drive and exit at the OC Transpo Parking lot just West of Greenbank Road. Volunteers will be assigned at each intersection along the parade route, including the Woodroffe/Strandherd and Greenbank/Strandherd intersections.

Volunteers will be required to block and redirect traffic away from the parade route, starting sharply at 5:15 pm until the police have opened Strandherd Drive to normal traffic. **47 volunteers required from 4:00 pm until 7:30 pm.**

At 4:00 pm these volunteers will be briefed and Individual instructions will be provided covering each intersection on the Parade route. The venue of the briefing has not yet been confirmed but will be in the vicinity of the OC Transpo Parking Lot on Strandherd Drive.

Transportation: These volunteers must provide their own transportation to this location.

Safety Vests: All volunteers will be provided with a safety vest while working on the traffic barriers. These vests will be handed out at the briefing. We have not yet determined how we will collect these vests but that information will be provided at the briefings.

Any questions or additional explanations will be provided through the following contact:

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